

# **W A R N I N G**

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**September 1995 Monthly Report****DO #517 REGION 9 SUPERFUND RECORDS CENTER****SIGNIFICANT ACTIONS****SDMS Imaging Test Pilot****STATISTICS/PROGRESS**

For the San Gabriel Valley site, four Librarians prepared and prioritized 184 documents and indexed 475 documents. Two Records Management Specialists scanned 244 documents, totalling 8,835 pages. Quality assurance review of the San Gabriel Valley test pilot backfile continued. Staff performed a page-by-page comparison of 140 hard-copy documents, totalling 6,098 pages. A total of 144 pages were rescanned. "Poor legibility" targets were added to 18 documents.

For the Operating Industries site, the Librarian in charge of the site prepared 118 documents and indexed 225 documents. Staff scanned 322 documents totalling 9,356 pages.

In total, the Records Management Specialists scanned 566 documents (18,191 pages) in 22 scanning sessions. Scanning time averaged 30 hours per week. Four image moves were conducted. Over 30,000 images were transferred to optical disk.

The Librarian in charge of the San Gabriel Valley site completed the indexing of all remaining Richwood Operable Unit (OU) documents in SDMS (69 documents). The Systems Manager for database management produced an index of all Richwood OU documents, using a PowerBuilder report. The Librarian reviewed the index and forwarded it to RPM Doug Frazer.

At the request of the ADOPO, the Systems Manager for database management completed the loading of San Gabriel Valley site records from ImageTrax to SDMS. These records were not completely loaded during the backfile conversion conducted last year by the SDMS software developers (contractors). The Systems Manager used Foxpro to extract the data from the Imagetrax database, and to parse the data prior to appending the records to SDMS tables. PowerBuilder was then used to append the records to their respective SDMS tables.

The Systems Manager for SDMS continued to test the system, write up new Problem Reports, review them with the ADOPO, and add the top-priority Problem Reports to a Lotus Notes database set up by PC Specialist Al Belbahri. New Problem Reports are periodically forwarded by the DOPO to Mark Bickel of Loral Federal Systems (RTP).

## SEARCH REQUESTS

RPM Glenn Kistner requested a search for all documents related to a certain PRP. The Librarian in charge of the San Gabriel Valley site searched the SDMS database and ImageTrax databases, and located 91 records. The resulting indexes were forwarded to the RPM, who found the two documents he needed.

## DEMONSTRATIONS/TRAINING

On September 14, the Librarian in charge of the San Gabriel Valley site gave a training session to Environmental Protection Assistant Leslie Owyang-Chin. He taught Ms. Owyang-Chin how to print a screen, copy and paste hitlists, retrieve 104(e) letters, and view sequentially the images of documents in a hitlist.

On September 14 and 15, a group from Region 10, accompanied by the DOPO and ADOPO, visited the Records Center to see SDMS at work. Members of the group were: Lynn Williams, Region 10 Records Center DOPO; Beth Kunz, Systems Analyst; and Kathe Rutsala, contractor. A Librarian demonstrated the indexing process, and a Records Management Specialist demonstrated the scanning process. The Records/Information Manager III and the Systems Manager for SDMS demonstrated the Special Collections feature, which will be used for compiling Administrative Records. The Systems Manager for database management demonstrated how reports are being designed using PowerBuilder. At the request of the ADOPO, data from selected SDMS tables was provided to the Region 10 visitors, on disk and in hardcopy. Later, additional table data was requested by the ADOPO and sent to Region 10.

On September 20, the Systems Manager for SDMS met with San Gabriel Valley site attorney Mark Klaiman to provide additional training. She apprised him of the status of the pilot, provided him with a copy of the "SDMS Searching Tips" Instruction Sheet, and walked him through several searches to demonstrate important features. The meeting allowed the Systems Manager to gain an EPA user's perspective on the difficulties posed by the system bugs and by the scanning and indexing backlogs.

## MEETINGS

At the request of the DOPO, the Systems Managers attended three teleconferences with the DOPO, the ADOPO, and the system developers. Also in attendance at some of the meetings were Regional Records Management Officer Yvonne Pederson, PC Specialist Al Belbahri, and Region 9 contractors (ISSI). On August 30, the purpose of the meeting was to review Problem Reports that are still open, and new top-priority Problem Reports. Also discussed was how to approach performing the optical character recognition (OCR) on the body of images added after the backfile conversion. On September 19, the status of Version 2.0 was discussed. It was learned that the installation of Version 2.0 will take place the week of October 23. This version will include most of the top priority bug fixes, plus an upgrade of

the HighVIEW software from version 2.3 to 2.4 (which will eliminate the "leaky" memory problem), and a security system to protect confidential documents. On September 20, the topic was outsourcing of future backfile conversion.

At the request of the DOPO, Systems Managers attended two teleconferences with the SDMS Users' Group. On August 30, status reports were heard from each region. Other topics discussed included customization of screens, giving demonstrations, and new applications. On September 13, the status of Version 2.0 was discussed. At the request of the ADOPO, the Systems Manager for SDMS sent all previous SDMS Users' Group teleconference notes to Susan Smiley, Project Officer for the Loral contract.

### **Database Management**

Backup Tapes for the R9REC and R9SDMS file servers were delivered to Region 9 FIRM staff on September 5 for shipment to the Region's off-site storage facility.

### **New Application of Technology**

The Records Center's Reference Manual for Superfund Staff, and many of the forms used to conduct daily business, were successfully installed in Lotus Notes, and are ready for DOPO review and approval. In addition to being revised to include new procedures, the new online Reference Manual (which may undergo a title change this year to better acknowledge its new electronic "look"), incorporates some of the interesting features of Notes, such as clicking on boxes within the narrative to take the reader directly to a report or form. It is expected that these online reference tools will be available to Superfund staff when the Region converts from P-Mail to Lotus Notes at the end of October.

### **Records Management/Site File Indexing**

As of September 22, Staff had indexed and entered 670 Superfund removal and remedial documents into the ImageTrax database.

The Librarian for Site Assessment received 4 LFT 3" of new documents, of which 8.75" were federal facilities documents, and 27 new sites.

Thirty-five site files were reorganized and purged of duplicate documents and the indexing on ImageTrax was revised.

The Librarian for Site Assessment shifted 255 LFT of files to make room for returned files and new material.

In order to make room for new records, staff removed over 6 LFT of removal site files and 6 LFT of removal administrative records from the SpaceSaver shelving. The removal site

files and administrative records will be transferred to the Federal Records Center.

A Librarian organized, purged of duplicates, and created folder headings for 12 removal site files (16 LFT) to be sent to the Federal Records Center.

### **Project Planning/Administration**

Twelve Transfer of Records Forms were received and assigned by the Records/Information Manager III in August. Staff retrieved 24 LFT of records from Superfund staff for indexing and addition to the site files, 8 LFT of records for disposition to the Federal Records Center, 1 LFT of records for onsite storage and 16.5 LFT of checked-out files to be returned to the Circulation Department.

The DOPO submitted a formal Work Request on August 31 to compile and copy Industrial Waste Processing site records for a FOIA denial appeal being reviewed by EPA-HQ. An index report was also requested. The project was assigned to the Librarian/Circulation Desk supervisor, and completed on Sept. 5.

A Work Request was submitted by the DOPO on Sept. 6 requesting compilation of an AR supplement for the Iron Mountain Mine site. The project was assigned to a Librarian and is due October 30.

The ADOPO/SDMS Team Leader, Margaret Morkowski, submitted 4 Work Request Forms in late September requesting new SDMS work. In addition to scanning the McClellan AFB site, Ms. Morkowski requested that Superfund Administrative Orders and Consent decrees be scanned into SDMS, as well as a special collection of Civil Investigators' resource listings and reference documents. A "Region 9 SDMS End-User" workgroup is also proposed which will be designing search screens and discussing other SDMS issues. These projects were assigned by the Regional Manager and will get underway in October.

The DOPO and ADOPO met with the Regional Manager on Sept. 15 and again on Sept. 18 to discuss the EPA budget situation and its potential impact on the Records Center delivery order. The discussion focused on possible scenarios, and ideas for how and where to cut, if that becomes necessary. The Regional Manager plans to meet with supervisory staff to present the DOPO's ideas and suggestions, and to develop them further.

### **Administrative Records**

Administrative Records for the following removal sites were compiled and sent to the repositories:

- \* Verdesse Carter Park
- \* Omega Chemical Corporation, Supplement 1

A copy of the Central Eureka Mine Removal Administrative Record was sent to a second field repository.

Supplement 4 was added to the Louisiana-Pacific Superfund Site Administrative Record. The two latest supplements were microfilmed and sent to the repositories.

### **FOIA Support**

Document-Processing Team members retrieved and photocopied potentially responsive documents for a total of 35 FOIA requests from the Site Evaluation section during September.

Circulation staff processed a total of 6 requests for NPL and removal site records during September totaling 10.58 LFT. All copy requests were sent to an outside copy vendor.

A total of 1596 pages were photocopied on-site for users of the Superfund Records Center, either for EPA staff, government agencies or outside requestors.

Circulation staff produced 570 pages of microfilm blow-backs in response to a FOIA request on the Stringfellow site file. Documents were submitted to RPM Dante Rodriguez. In response to a second FOIA request, six rolls of Stringfellow microfilm were sent off-site for duplication and blow-backs.

Circulation staff photocopied 961 pages from the Industrial Waste Processing site file in response to a FOIA request from the DOPO for RPM Hedy Ficklin.

Circulation staff pulled over 12 LFT of documents pertaining to the San Fernando Valley site file at the request of RPM David Seter in response to three FOIA requests. After review by Mr. Seter and the requestor, the files were sent to an outside copy service.

In response to a FOIA request .75 LFT of documents were sent to an outside copy service from the Fresno Sanitary Landfill Administrative Record. Approximately 40 pages were copied from the Stringfellow microfilm, as well as 149 pages from the other requested sites: McColl and San Fernando Valley, Glendale OU.

At the request of RPM Bella Dizon, approximately 2 LFT of documents were pulled from the San Gabriel Valley, El Monte OU and sent to an off-site copy service for duplication.

Redacted indexes for the Montrose site and Del Amo site for documents dated since 11/30/94 were generated and submitted to Community Relations Coordinator, Andy Bain.

In response to a FOIA request, the Librarian in charge of the Stringfellow site performed several online searches and located 115 potentially responsive documents. An index of the documents was given to RPM, Dante Rodriguez, for review.

In response to a FOIA request, the Librarian in charge of the Stringfellow site prepared an unredacted site file index. The index was forwarded to RPM, Dante Rodriguez, for review. A selection of these documents, authorized-for-review, were submitted to a group of consulting companies.

In response to two FOIA requests, a Librarian performed online searches and retrieved two potentially responsive documents for the Indian Bend Wash South site. Copies of these documents were forwarded to RPM, Kathy Setian and Office Manager, Lisa Moore.

In response to a FOIA request, the Librarian in charge of the Operating Industries, Inc. Landfill site conducted an online search and printed out three Administrative Record indexes from SDMS listing 1,094 potentially responsive documents. The indexes were given to RPM, Lon Payne, for review. In response to a second FOIA request, the Librarian conducted an online search on SDMS and retrieved and printed out three documents. These documents were given to an interested party from Seattle, Washington, at the request of the RPM.

### **Indexers' Meetings**

At the September 21 meeting the Records/Information Manager II/Head Indexer informed Librarians that from now on the Systems Manager will generate the final AR indexes and will globally assign the "FOIA 7 (Released to Public)" flag to all documents which have not been given any other legal code. This will ensure that we have a reliable ImageTrax record of all AR documents that have been released to the public.

The Records/Information Manager II/Head Indexer distributed to Librarians updated additional examples of the following documents: STARS/SCAP Accomplishment documents, Administrative Orders, Newsletters, Transmittal Letters, and oversize documents, such as maps, drawings and aerial photos. Indexers inserted these examples into the Indexing Guidelines, volumes 2 & 3.

The Records/Information Manager II gave Librarians instructions on how to enter blank name information into the ImageTrax Author and Addressee fields. In order for the name conversion from ImageTrax to SDMS to be successful, both a first and a last name must be provided in the Author and Addressee fields.

### **Circulation/Reference Service**

Circulation staff received 263 circulation/reference requests and checked out 547 documents to various EPA staff and contractors.

The Librarian for Site Assessment received 25 requests from EPA staff, 7 from contractors, and 1 from a state agency and checked out 89 files to various EPA staff, 27 to contractors, and 13 to a state agency.

Twenty-one circulation notices were sent out to borrowers of Site Assessment files. The response rate was 43 %.

At the request of the DOPO and Section Chief, Terry Brubaker, Circulation staff photocopied 782 pages from the Central Eureka Mine Administrative Record for Bill Williams with the General Accounting Office.

Circulation staff retrieved 3 LFT of documents from the MEW Study Area Administrative Record for a requestor. Specific documents were tagged and sent to an outside copy service for reproduction.

### **Litigation Support**

The Librarian in charge of the Lorentz Barrel and Drum site performed 4 database searches and faxed one document to Mary Andrews at EPA Headquarters at the request of RPM Darrin Swartz-Larson.

### **File Storage**

Forty-three cubic feet (CFT) of records for nine sites were shipped to the Federal Records Center in San Bruno.

Twenty-three cubic feet (CFT) of records for seven sites have been prepared and are waiting for accession number assignment to the Federal Records Center in San Bruno.

Nine hundredths (.09) of a cubic foot (CFT) of Administrative Record microfilm silver masters have been sent to the EPA Headquarters for retirement to the Federal Records Center in Suitland, Maryland.

As part of a continuing project authorized by the DOPO to facilitate the disposition of documents to the Federal Records Center, a Librarian drafted procedures for the organization of removal site files. The procedures were incorporated into a comprehensive draft Federal Records Center Procedures Manual, which the Records/Information Manager III submitted for management review. The manual brings together FRC information gleaned from Region 9 RMOs over the years, and is designed for use by Records Center staff when organizing removal and remedial site files for transfer to the Federal Records Center in San Bruno. It also explains how to retrieve files, add files to accessions, and "deaccession" files.

### **Document-Processing Support**

Records Management Specialists shifted approximately 150 LFT of documents to make room on the shelves for new documents.



Records Management Specialists made approximately 3,820 photocopies during September: 790 pages at RPM request or otherwise in direct support of site indexing; 2,130 pages for administrative records; 60 pages of LABAT manuals for distribution to EPA staff; 365 pages for EPA staff replying to FOIA requests; 10 oversized maps; and 465 pages miscellaneous.

### **Tours/Outreach**

At the request of the DOPO, the Librarian in charge of the Operating Industries, Inc. Landfill site gave an SDMS indexing demonstration to three visitors from EPA, Region 10. On September 22, the Librarian gave an SDMS demonstration to the EPA Operating Industries team, in anticipation of their learning to use the system to search their site file.

The Records/Information Manager III gave a tour of the Records Center to the DOPO, ADOPO, Region 10 DOPO, Lynn Williams, and two other visitors from Seattle on September 14. The extensive tour and discussion included the color-coded filing system, file management, on-site box storage and the upcoming use of Lotus Notes and electronic forms.

### **Orientation/Training**

At the request of the DOPO, the Records/Information Manager II for Federal Facilities met with Environmental Protection Assistant, Lynn Trujillo, on September 6. Ms. Trujillo was instructed in searching the ImageTrax database using Q! and was given a copy of the Q! Manual.

### **Site-Specific Invoicing**

A reconciled site-specific detail attachment for the August 1995 invoice was compiled and submitted to the DOPO.

### **DELIVERABLES**

**Task 3** Updates of the Records Center Holdings Report and the Federal Records Center Box Storage Report were submitted to the DOPO. The Priority Planning Report was also submitted. The monthly circulation report for CBI documents was compiled and submitted to Environmental Scientist Lois Green.

**Task 6** The Reference Manual for Superfund Staff was updated and made available to the Agency on Lotus Notes.

**Task 12** The reconciled site-specific detail attachment report was submitted to the DOPO with the August invoice.

## ANTICIPATED ACTIVITY

Anticipated completion of the Federal Records Center Procedures Manual will allow more Records Center staff to be trained to organize files and prepare SF-135s as part of the on-going effort to retire records to the FRC in a timely manner.

The Site Assessment Librarian will continue to work with the Systems Manager to test sending out document location notices to Agency staff online. The Records/Information Manager III will continue to work with computer support staff to test online request forms, and make the Records Center reference and policy information available on Lotus Notes. Region 9 plans to move to Lotus Notes communication application by the end of October.

Records Center management will analyze the current shelving and storage situation to resolve the latest space crunch. The solution may involve identifying remedial site file documents which can be retired to the Federal Records Center.

Records Center management anticipates meeting with the DOPO and other program staff to learn more about new tasks under the new Work Plan for Delivery Order 010; for example, indexing and maintenance of the Oil Facility Plans, CD-ROM production and visiting administrative record repositories.